



JOB DESCRIPTION

Position Title: **Technician**

Working Title: **Management & Budget Technician**

Class Code: 5604
2002

Non-Exempt

EEO Code: 05

Effective Date: August 30,

Major Function

Technical work in support of budget preparation, management evaluation studies, and related financial studies.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Provides technical support to Budget Analysts and the Budget Manager in all phases of budget preparation and management analysis, including, but not limited to budget transfers, resolutions, and related financial and management matters.

Provides support in the development of budget methodology, forms, and procedures utilizing established sequence of budget events leading to budget adoption.

Gives technical assistance to departments/divisions and other Constitutional Officers on the budget process and/or procedures including budget transfers.

Assists in the development of management analysis functions and performance measures program. Gathers data from various Finance Department statements to assist Budget Analysts in compiling monthly or quarterly financial reports. Assist in administering department/division budgets and evaluates changes in expenditures and/or revenues.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Basic knowledge of local government administration, management, budgeting, and financial administration. Knowledge of research and systems/operations analysis techniques.

Ability to research information, recognize trends, draw conclusions, and make recommendations for improvement. Ability to establish and maintain effective working relationships with departmental officials and the general public. Ability to use a personal computer to accomplish assigned tasks.

High School Diploma or GED and three (3) years experience in budgeting, management or administration, or an Associate's Degree in Business Administration, Accounting, Economics or Finance and one (1) year experience in local government is preferred. Knowledge of personal computers is preferred.

Ability to type 35 correct words per-minute

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.